請以(互動式可填寫表格格式)填寫表格並經線上提交至 e-FormSS 系統：
Please fill in the (Fillable PDF) form and submit via the Electronic Form Online Submission System (e-FormSS):

https://eformss.edb.gov.hk/eformss/Form105

**Annex C**

[s. 5A]
Form 3

點擊此處上傳申請人正面半身近照
Click here to upload full face recent photograph of applicant

# POST SECONDARY COLLEGES ORDINANCE

(Chapter 320)

*Application for registration of a President or Vice-President of a registered college*

1. I hereby apply for the registration of the undermentioned person as a *President/Vice-President of a registered college in accordance with section 5A of the Post Secondary Colleges Ordinance (the Ordinance).

2. For the purpose, the registered college is—

3. For the purpose, the particulars of the subject person are—

(*a*) Title (Mr/Ms/Miss/Mrs/Dr/Prof/others) .....

(*b*) Family Name (as shown on Hong Kong Identity Card) (in English) (in BLOCK Letter)...

(*c*) First Name (as shown on Hong Kong Identity Card) (in English) .....

(*d*) Other Name (if applicable) .....

(*e*) Name (as shown on Hong Kong Identity Card) (in Chinese) (if applicable).....

(*f*) Chinese Name in Code (if applicable) .....

(*g*) Sex (M/F) .....

(*h*) Residential Address .....

(*i*) Correspondence Address (if different from the residential address) .....

(*j*) Telephone number (Office) .....

(*k*) Telephone number (Mobile) .....

(*l*) Telephone number (Residential) .....

(*m*) Email address .....

(*n*) Hong Kong Identity Card Number.....

(*o*) Nationality .....

(*p*) Date of Birth (DD/MM/YYYY) .....

(*q*) Highest level of educational qualification attained—

| Educational Qualification | Awarding Institution | Year of Award |
|---|---|---|
| ..... | ..... | ..... |

(*r*) Teaching experience (including paid job, whether full-time or part-time, local or overseas), current or in the last 10 years—

| Institution | From (year) | To (year) | Position |
|---|---|---|---|
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

* Please delete as appropriate

*(s)* Other non-teaching-related working experience (including paid job, whether full-time or part-time, local or overseas), current or in the last 10 years—

| Organisation | From (year) | To (year) | Position | Nature (e.g.: Business, Healthcare) |
|---|---|---|---|---|
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |

(*t*) Details of publication or research, ongoing or in the last 10 years —

| Title of publication/ research | Date/ period of publication/ research | Source of funding (including local and overseas) | Amount of funding | Other supplementary information (optional) |
|---|---|---|---|---|
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... |

*(u)* Details of holding position in or affiliation with advisory and statutory body, public organisation or non-government organisation (local and overseas), current or in the last 10 years—

| Name of body/ organisation | From (year) | To (year) | Affiliation/ Position held | Nature (e.g.: Charity, Healthcare, Political) | Origin (Country/ Region) | Remarks (if any) |
|---|---|---|---|---|---|---|
| ..... | ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... | ..... |

4. For the proposed appointment of a Vice-President, the subject person is proposed to be appointed to the position of (if applicable to registered colleges with more than one Vice-President) —

5. I attach—

(*a*) a photograph of the subject person;

(*b*) a copy of the subject person's Hong Kong Identity Card (if the subject person does not possess a Hong Kong Permanent Identity Card, copy of any of the following proof issued by the Hong Kong Immigration Department has to be submitted as well: (i) valid employment visa; (ii) landing slip bearing the conditions and limit of stay in Hong Kong; or (iii) HKSAR Document of Identity for Visa Purposes (collectively referred to as Additional Documents hereinafter));

(*c*) a copy of the certificate of the highest level of educational qualification attained by the subject person;

(*d*) a copy of an official document (e.g. deed poll or marriage certificate) certifying that the subject person's name has been changed (if the subject person's name on the Hong Kong Identity Card or the Additional Documents is different from that in the educational certificate); and

(*e*) a duly signed declaration of the subject person (at **Appendix 1**).

6. By submitting this application, I hereby declare that—

(*a*) the contents of this application are true and complete to the best of my knowledge and belief;

(*b*) I have read and understood the relevant provisions of the Ordinance, including but not limited to sections 5A, 6B, 6C, and 6D, and the Guidelines on the "Fit and Proper" Criterion under the Ordinance promulgated by the Education Bureau;

(*c*) the subject person has been appointed on the authorisation of the Board of Governors;

(*d*) all reasonable steps have been taken and due diligence has been exercised by the registered college to ensure the fitness and properness of the subject person for registration as a President or Vice-President; and

(*e*) I have read and understood the contents of the Personal Information Collection Statement (at **Appendix 2**) attached to this application form.

| | |
|---|---|
| Signature of the *Chairperson of the Board of Governors / Proposed Chairperson of the Board of Governors | |
| Name of the *Chairperson of the Board of Governors / Proposed Chairperson of the Board of Governors | ..... |
| Date | ..... |

* Please delete as appropriate

**Appendix 1**

**Declaration by the Subject Person for Registration of a President or Vice-President of a Registered College**

1. (*a*) Are you currently registered as a member of Board of Governors, President, Vice-President, or teacher of another registered college under the Post Secondary Colleges Ordinance (Cap. 320) (the Ordinance)? (If yes, please provide the name of the registered college and relevant details)

☐ No

☐ Yes (Name of registered college:

Position: ☐ Board of Governors
☐ President
☐ Vice-President
☐ Teacher)

(*b*) Are you currently registered as a school manager or teacher of a school registered under the Education Ordinance (Cap. 279)? (If yes, please provide the name of the school and relevant details)

☐ No

☐ Yes (Name of school:

Position: ☐ Supervisor
☐ Manager
☐ Teacher)

(*c*) Have you ever previously been convicted in Hong Kong or elsewhere of a criminal offence? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police.) Spent conviction(s) is(are) required to be declared as well, if any. Please note that you may choose to declare your spent conviction(s) separately by completing this Declaration Form and send it to the Education Bureau direct.

☐ No

☐ Yes (Details: )

(*d*) Have you ever been refused or restricted from the right to carry on any trade, business or profession by any professional, trade or regulatory body in Hong Kong or elsewhere? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*e*) Have you ever been reprimanded, censored, disciplined, publicly criticised or disqualified by any professional, trade or regulatory body in Hong Kong or elsewhere in relation to any trade, business or profession? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*f*) Have you ever been dismissed or requested to resign from any position or office for misconduct, incompetence, negligence or mismanagement? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*g*) Have you ever been found by a court or other competent authority in Hong Kong or elsewhere for fraud, dishonesty or misfeasance? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*h*) Have you ever been disqualified by a court or tribunal in Hong Kong or elsewhere from being a director? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*i*) Are you an undischarged bankrupt or subject to any bankruptcy proceedings in Hong Kong or elsewhere or have you entered into a voluntary arrangement with creditors? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*j*) Have you ever failed to satisfy any judgment debt under an order of a court in Hong Kong or elsewhere (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*k*) Have you ever previously been refused registration (for reasons other than termination of appointment / employment) as a member of the Board of Governors, President, or Vice-President of a post secondary college, as a manager of a school, or as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission suspended or cancelled in Hong Kong or elsewhere? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

(*l*) Are there any other circumstances or records that may affect on your fitness and properness for registration as a President or Vice-President under the Ordinance, including any factors referred to in the Guidelines on the "Fit and Proper" Criterion under the Ordinance promulgated by the Education Bureau? (If yes, please provide details and relevant document(s).)

☐ No

☐ Yes (Details: )

2. I hereby declare that—

(*a*) the contents of this application are true and complete to the best of my knowledge and belief;

(*b*) I have read and understood the relevant provisions of the Ordinance, including but not limited to sections 5A, 6B, 6C, and 6D, and the Guidelines on the "Fit and Proper" Criterion under the Ordinance promulgated by the Education Bureau; and

(*c*) I have read and understood the contents of the Personal Information Collection Statement (at **Appendix 2**) attached to this application form.

3. I consent to the Education Bureau making any necessary enquiries for purposes relating to registration and for the verification of the information provided in this application. For the purpose of verifying the information provided in this application, I authorise the Commissioner of Police, or his representatives, to release full particulars of any and all details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap. 297), if any, to the Education Bureau. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records.

4. I understand and accept that the information provided in this application will be provided to government departments and other organisations or agencies authorised to process the information for registration purposes, e.g. qualifications assessment and integrity checking, etc. as may be necessary.

Signature of the subject person

Name of the subject person .....

Hong Kong Identity Card Number .....

Date .....

**Appendix 2**

## Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in relation to this form will be used by the Education Bureau (EDB) for one or more of the following purposes –

(a) Activities relating to the processing, authentication and counter-checking of the application for registration of Presidents or Vice-Presidents, and reviewing the registration of Presidents or Vice-Presidents through regular compliance checking;

(b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments in connection with the activities mentioned in (a) above;

(c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying/updating records of the EDB;

(d) Activities relating to training and development including invitation of participation in programmes/activities;

(e) Activities relating to the processing and vetting of applications for, and disbursement of, funding/grants/subsidies, and conducting of audits;

(f) Activities relating to compilation of statistics, research and Government publications; and

(g) Activities relating to the administration and enforcement of rules and regulations, including but not limited to the Post Secondary Colleges Ordinance (Cap. 320) and its subsidiary legislation.

2. The provision of personal data required in relation to this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below –

(a) other Government bureaux, departments and statutory bodies, including but not limited to, Security Bureau, Customs and Excise Department, Department of Justice, Hong Kong Police Force, Immigration Department, Official Receiver's Office, Registration and Electoral Office and Independent Commission Against Corruption, where necessary, for the purposes mentioned in paragraph 1 above;

(b) the personnel of the Post Secondary College in which the form relates for the purposes mentioned in paragraph 1 above;

(c) where you have given your prescribed consent to such disclosure; and

(d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to the Registration Review Team at Units A-C, 29/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong.